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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0566-2017-0023

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2017-0023.

Schedule Status Returned Without Action

Agency or Establishment Citizenship and Immigration Services

Record Group / Scheduling Group Records of U.S. Citizenship and Immigration Services

Records Schedule applies to Agency-wide

Schedule Subject Refugees, Asylum, and Parole System and Asylum Pre-Screening System (RAPS and APSS).

Internal agency concurrences will be provided No

Background Information U.S. Citizenship and Immigration Services (USCIS) is the government agency that oversees lawful immigration to the United States. As part of its mission, USCIS administers the Asylum Program, which provides protection to qualified individuals in the United States who have suffered past persecution or have a well-founded fear of future persecution in their country of origin. USCIS is also responsible for the adjudication of the benefit program established by Section 203 of the Nicaraguan Adjustment and Central American Relief Act (NACARA) and maintaining and administering the credible fear and reasonable fear screening processes.

The Asylum Division is anchored by two data systems: Refugees, Asylum, and Parole System (RAPS) and the Asylum Pre-Screening System (APSS). These systems are used to capture information pertaining to asylum applications, credible fear and reasonable fear screening processes, and applications for benefits provided by NACARA. RAPS also receives defensive asylum applications for the purpose of initiating background checks for respondents who file I-589s in removal proceedings before the Department of Justice Executive Office for Immigration Review (EOIR).

Refugee and Asylum records are protected under 8 CFR 208.6.

RAPS and APSS track case status and facilitate the scheduling of appointments (covered in a different schedule) and interviews and the issuance of notices (including receipt notices, interview appointment notices, and decision letters). USCIS uses RAPS and APSS to:

- Record decisions and to generate decision documents
- Screen applicants for credible fear interviews
- Request and acknowledge receipt of related A-files

WITHDRAWN – RETURNED WITHOUT ACTION

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- Verify status and immigration history of asylum applicants, asylees, and their derivative family members
- Schedule appointments and interviews, and issue notices (Scheduling functions will be covered by a different schedule.)
- Initiate and record responses for background and national security checks
- Compile reports for oversight and statistical reporting

During a typical transaction, RAPS/APSS data may interface with (but is not limited to) the following electric systems:

- CLAIMS 3
- Central Index System (CIS)
- National File Tracking System (NFTS)
- CLAIMS 4
- USCIS Enterprise Service Bus (ESB) Person Centric Query System (PCQS)
- Customer Profile Management System (CPMS)
- National Appointment Scheduling System (NASS)
- Fraud Detection and National Security Data System (FDNS-DS)
- Automated Biometric Information System (IDENT)
- ENFORCE Alien Removal Module (EARM)
- DHS CBP TECS/CBP Vetting
- USCIS ELIS
- Enterprise Citizenship and Immigrations Services Centralized Operational Repository (eCISCOR)

This schedule covers the asylum processing systems, currently RAPS [previously approved under N1-563-04-06] and APSS [previously approved under N1-563-04-07] as well as future systems, including those with modified form names or numbers that serve a similar purpose.

Both RAPS and APSS contain the personal data elements of the applicant and derivatives included on the application, screening referral documentation from other DHS agencies, and asylum officer interviews of applicants and their families. These systems do not contain all information collected in the applications or interview worksheets.

INPUTS: Inputs to RAPS and APSS may come from the following. (This list is not exhaustive and USCIS may update forms at any time.);

- Information obtained directly from applicants during an interview
- Form I-589, Application for Asylum and for Withholding or Removal, and any supporting documents and testimony, covered in another schedule

WITHDRAWN – RETURNED WITHOUT ACTION

- Form I-881, Application for Suspension of Deportation or Special Rule Cancellation of Removal, and any supporting documents, covered in another schedule
- Results of fingerprint and name checks Employment authorization-related data from CLAIMS 3
- Form I-851, Final Administrative Removal Order
- Form I-860, Notice and Order of Expedited Removal
- Form I-867 A/B, Record of Sworn Statements in Proceedings Under Section 235(b)(1) of the Immigration and Nationality Act
- Form I-870, Record of Determination/Credible Fear Worksheet
- Form I-871, Notice of Intent/Decision to Reinstate Prior Order
- Form I-899, Record of Determination/Reasonable Fear Worksheet
- Form I-898, Record of Negative Reasonable Fear Finding and Request for Review by Immigration Judge
- Form I-869, Record of Negative Credible Fear Finding and Request for Review by Immigration Judge

Forms and form data are retained in accordance with their respective retention schedules.

TEMPORARY. Inputs are scheduled under GRS 4.3, Item 10 and 20.

Outputs

The systems may generate documents and reports, including:

- Decision letters
- Interview notices and filing acknowledgements
- Form I-181 "Memorandum of Creation of Record of Lawful Permanent Residence"
- Form I-213 "Records of Deportable Alien (with continuing page I-831)"
- Form I-862 "Notice to Appear"
- Form I-863 "Notice of Referral to Immigration Judge;
- Form I-869 "Record of Negative Credible Fear Finding and Request for Review by Immigration Judge"
- Form I-870, Record of Determination/Credible Fear Worksheet
- Form I-898, Record of Negative Reasonable Fear Finding and Request for Review by Immigration Judge
- Form I-899, Record of Determination/Reasonable Fear Worksheet
- Printouts of data field screens
- Workload management, employee performance, and statistical reports

WITHDRAWN – RETURNED WITHOUT ACTION

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Records Schedule: DAA-0566-2017-0023

DISPOSITION: TEMPORARY: Outputs are scheduled under GRS 4.3, Item 30 and can be destroyed when no longer required for business needs.

System Documentation

User manual

PERMANENT: Transfer to NARA with system data as indicated for Master File under GRS 3.1, Item 051.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

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Outline of Records Schedule Items for DAA-0566-2017-0023

Sequence Number

1

RAPS/APSS Masterfile Data

Disposition Authority Number: DAA-0566-2017-0023-0001

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

Records Schedule Items

Sequence Number	
1	<p data-bbox="378 410 769 449">RAPS/APSS Masterfile Data</p> <p data-bbox="378 463 1156 502">Disposition Authority Number DAA-0566-2017-0023-0001</p> <p data-bbox="378 517 1511 923">Master File The system may contain the following data elements with respect to principal applicants for benefits described above, and their spouses and children, if they are present in the United States and properly included in the application: • Full Name and Aliases • Alien Registration Number • Language spoken • Marital status • Ethnic origin • Port and Date of entry • Gender • Address • Place and Date of birth • Nationality and Citizenship • Religion • Social Security Number • Background, Identity and Security Checks • Case history and Decision information • Employment authorization eligibility and application history • Name of detention facility and Date of detention • Information about Attorneys and Preparers DISPOSITION: PERMANENT. Transfer to the National Archives 100 years after the requestor's date of birth.</p> <p data-bbox="378 938 935 976">Final Disposition Permanent</p> <p data-bbox="378 991 927 1029">Item Status Withdrawn</p> <p data-bbox="378 1044 821 1083">Is this item media neutral? No</p> <p data-bbox="378 1098 1154 1136">Explanation of limitation Data is in electronic format.</p> <p data-bbox="378 1151 821 1274">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="378 1310 683 1349">Disposition Instruction</p> <p data-bbox="378 1364 1484 1487">Transfer to the National Archives for Accessioning Transfer data to the National Archives and Records Administration (NARA) 100 years from the individual's Date Of Birth (DOB).</p> <p data-bbox="378 1523 680 1561">Additional Information</p> <p data-bbox="378 1576 1451 1700">What will be the date span of the initial transfer of records to the National Archives? Unknown The initial transfer will be in 2020 and will include individuals born before 1920.</p> <p data-bbox="378 1715 1471 1838">How frequently will your agency transfer these records to the National Archives? Unknown Beginning in 2020 and every 5 years thereafter, transfer to the National Archives files of individuals born 100 years earlier.</p>

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/12/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/24/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/16/2018	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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